

III. REGULATIONS

The regulations for counties and cities that choose to participate in the STC Program are found in Title 15, Division 1, Subchapter 1, Articles 1 through 9, Sections 100-358 of the *California Code of Regulations (CCR)*. Hereafter, references to these regulations will be by section only. The regulations, on which the STC Program policies and procedures are based, were revised in 1998. Copies of the regulations may be obtained at the Board of Corrections Website (bdcorr.ca.gov), or by calling the Boards general phone number (916) 445-5073.

A. General Funding Process

Each fiscal year, sheriff's, police, probation, and local corrections departments choosing to participate in STC submit an Annual Training Plan to the Board of Corrections. The plan requests state funding subvention for training of STC eligible staff. Training plans for a fiscal year (July 1 - June 30) are submitted to the Board of Corrections by April 15 of the prior fiscal year. When the plan is approved, funds are sent to the county or city in quarterly allotments beginning in July.

B. Categories of Training

There are two categories of courses certified by STC: Core Training and Annual Training.

1. Core Training Courses

Core training consists of entry-level or basic training linked to specific job classifications within the first 12 months of appointment to a position.

The Board of Corrections has identified the following six specific training courses as Core Training. Each course has a specific course outline and number of hours. The entry-level courses have subject matter and instructional objectives that must be presented in set time frames. The trainee's understanding of this subject matter is also evaluated through a testing process in the core course.

a. Probation Officer Core Course

The Probation Officer Core Course consists of a minimum of **174 hours** of instruction in specific instructional objectives. Entry-level probation officers must successfully complete this course as demonstrated by a satisfactory level of proficiency on relevant achievement tests. This training *must* be completed in the first year of job assignment.

b. Juvenile Corrections Officer Core Course

The Juvenile Corrections Officer Core Course consists of a minimum of **134 hours** of instruction in specific instructional objectives. Entry-level juvenile corrections officers must successfully complete this course as demonstrated by a satisfactory level of proficiency on relevant achievement tests. This training *must* be completed in the first year of job assignment.

c. Adult Corrections Officer Core Course

The Adult Corrections Officer Core Course consists of a minimum of **176 hours** of instruction in specific instructional objectives. Entry-level corrections officers must complete this course as demonstrated by a satisfactory level of proficiency on relevant achievement tests. This training *must* be completed in the first year of job assignment.

d. Adult Corrections Officer Supplemental Core Course

The Adult Corrections Officer Supplemental Core Course consists of a minimum of **56 hours** of instruction in specific instructional objectives. It is designed for the corrections officer who has previously completed the POST Basic Course. Entry-level corrections officers in this category must successfully complete this course as demonstrated by a satisfactory level of proficiency on relevant achievement tests. This training *must* be completed within the first year of assignment as a corrections officer.

e. Supervisor Core Course

The Supervisor Core Course consists of a minimum of **80 hours** of instruction to be completed during the first year of assignment as a supervisor in a jail/adult institution, juvenile institution or probation department.

Satisfactory completion of the POST- certified "Supervisory Training Course" satisfies STC's core training requirement for supervisors.

f. Manager and Administrator Core Course

The Manager and Administrator Core Course consists of a minimum of **80 hours** of instruction to be completed during the first year of assignment as a manager or administrator.

The POST certified *Management Training Course* or the *Executive Development Course* may be substituted for this Core Course.

Note: For those training providers who wish to certify and deliver core training, review of additional publications is required, specifically:

- *Handbook for Presenting Core Courses*
- *Core Course Manual(s)*
- *Knowledge/Skill Maps*
- *Physical Tasks Training Manual(s)*

All entry-level core course subject matter relates directly to job task performance. Participating agencies are encouraged to have their eligible staff complete this training before an actual work assignment.

2. Annual Training Courses

Annual Training is mandatory for all full participation eligible staff that have completed Core Training.

Annual Training is specialized or refresher training that develops or enhances job-related skills. Flexibility is permitted in course content and method of instruction in order to meet changing conditions and local needs.

During any fiscal year, each eligible staff shall complete at least the number of hours of appropriate Annual Training listed below:

Journey Probation Officer	40 hours
Journey Juvenile Corrections Officer	24 hours
Journey Adult Corrections Officer	24 hours
Probation Supervisor	40 hours
Supervising Juvenile Corrections Officer	40 hours
Supervising Adult Corrections Officer	24 hours
Manager	*40 hours
Administrator*	40 hours

(*Managers and administrators of jails/adult institutions can be trained at 24 hours per year if the participating department has requested, and the BOC has approved, a variance to Section 184(A)(7) and (8) of Title 15 CCR.)